

Minutes of a meeting of the **Town Centre and Events Committee** of Buckingham Town Council held on **Monday 2nd December 2013** in the Council Chamber, Cornwalls Meadow, Buckingham at 7.00pm

Present: Cllr. T. Bloomfield
Cllr. H. Cadd
Cllr. P. Collins
Cllr. D. Isham
Cllr. A. Mahi – Vice Chairman
Cllr. H. Mordue
Cllr. Ms. Newell - Town Mayor
Cllr. L. O'Donoghue
Cllr. M. Smith
Cllr. Mrs. C. Strain-Clark
Cllr. R. Stuchbury - Chairman

Also attending Cllr. M. Try
Mr. C. Robson Deputy Town Clerk
Mrs. A. Brubaker Events Assistant
Mrs. K. McElligott

551/13 Apologies for Absence

Apologies were received and accepted from Cllr. Mrs. G. Collins.

552/13 Declarations of Interest

There were no declarations at this point. *See Min.565/13.*

553/13 Minutes

The minutes of the meetings held on Monday 14th October 2013 ratified at Full Council on 18th November 2013 were received and accepted. There were no matters arising.

554/13 Action List

554.1 (197/13) Memory Book. Mrs. Brubaker reported that Black Dog were working on the layout and the Mayor would write a Foreword. Pictures of the contributors were being sourced.

554.2 (195/13) Free Parking signs. It was decided that costs would be obtained, but no action taken until the trial period was over.

Members also asked about the Coach Parking signs; Cllr. Stuchbury would investigate. **ACTION CLLR. STUCHBURY**

544.3 (453/13) Disabled Access to Events. Cllr. Strain-Clark was willing to carry on surveying venues for access problems, but was disappointed that despite the previous criticism the next Comedy Night was still to be in the Old Town Hall. The Chairman said that this was partly because the Villiers provided door and bar staff, and had a permanent licence. The Community Centre was limited to a dozen temporary licences per year, and this would be true for the Radcliffe as well. Events at both of these would have to be staffed by the office (at double time for Sunday working) and Councillor volunteers. A variety of drinks would have to be bought in, and glasses provided (and washed up). It was felt that the Villiers should make more of an effort to comply fully with the DDA, especially as other events such as

wedding receptions were held there. It was suggested that advertising for events should state that disabled access was restricted. The Mayor offered to run a bar for donation to her charities if the Radcliffe Centre was used. Cllr. O'Donoghue asked if the night could be changed from Sunday to Friday or Saturday, but this would conflict with the big names at the Comedy Clubs in MK and Aylesbury and lead to reduced audiences.

It was decided that the Chairman would discuss the access arrangements with the Villiers' management, to be followed by a formal letter to the company if no progress was made.

ACTION CLLR. STUCHBURY

544.4 (202/13) Ghost Walk. Mr. Grimsdale was willing to do a Ghost Talk, probably in the Old Gaol, for those unable to follow the Walk.

544.5 (451/13) Twinning. An event was planned for September 2014, in Mouvaux. However, as the next fiscal year ran until March 2015 budget would need to be set aside in case of an event in Buckingham in the spring.

The Chairman also pointed out that for official Civic events in Mouvaux the Mayor's travel and accommodation costs were met by the Council.

Proposed by Cllr. Cadd, seconded by Cllr. Isham, and **AGREED** that funding for Civic twinning visits be reviewed and formalised.

555/13 Markets

555.1 To receive the Market report from the Deputy Town Clerk

Mr. Robson reported that there had been complaints from traders relocated during the Charter Fair Saturdays that the pitch size was not big enough. Traders do not pay pitch fees for Fair days. Mr. Horwood had been on leave over the two weeks this year, but would draw up a plot for next year. It might turn out that to accommodate the pitch sizes required they would not all be able to attend both Saturdays.

The fruit and vegetable trader who persisted in calling his wares had been given two verbal warnings. The next stage would be a written warning. Cllr. Isham and Cllr. Smith both pointed out that normal conversation was impossible in the market area and in the Old Gaol because he shouted so loudly.

Members noted the dates when the Flea Market would not operate over the holiday season.

More extensive advertising and other promotional material was being investigated. The Mayor pointed out that this Council was against the use of plastic bags, so if printed carriers were being considered they should be paper. Canvas bags could also be looked into, but these would be more costly. Members approved the leaflet, which could be used as a basis for a new advertisement for The Film Place. The websites Visit Buckingham and Buckinghamuk.info were also suggested.

555.2 To receive requests from market traders to trade on 23rd December

Members agreed both traders could stand, as in previous years.

555.3 To receive and agree the Artisan Food Market Rules Policy

Members discussed at length the need for and the content of the policy.

Proposed by Cllr. Smith, seconded by Cllr. Cadd, and **AGREED** that the Artisan Food Market Rules Policy be accepted in principle subject to clarification of the relationship between the organising body and the Council, and evidence of appropriate insurance cover.

Cllr. Collins left the meeting briefly during the following item.

556/13 Community Bus Service (Budget heading 303/4264)

Members heard that the LAF had decided to cease funding the Saturday shopping service for villages due to low passenger numbers and lack of support by the parishes. One of the 3 services had been quite well used and consideration was being given to a Community Bus replacement for this.

557/13 Visitor Information Centre

The latest visitor and accommodation statistics (to October) were noted. Cllr. Smith reported that he had not the complete November figures yet, but it looked as though they would be down on last year, which was unsurprising given 2012 was eventful, but not so down as to be a concern.

Discussions were taking place between AVDC & BCC over relocation of Aylesbury and Wendover TICs in their respective libraries.

The Chairman announced that item 8 (Budgets) would be taken at the end of the meeting.

558/13 (436/13) Dog Awareness Event

The Events Co-ordinator gave a verbal update: Cllr. O'Donoghue had offered to lead with Cllr. Bloomfield and Hirons assisting. The Dogs Trust would attend offering a free micro-chipping service and PCSO Calvert could help with contacts. An exhibition by a German Shepherd Display Team and a small dog show were also possible. Cllr. O'Donoghue was drafting a letter to the local vet practices. A meeting would be held soon after Christmas to finalise details.

Cllr. Smith suggested contacting the organisers of the Winslow Show which had a good dog show. **ACTION EVENTS CO-ORDINATOR AND NAMED CLLRS.**

559/13 (444/13) Ownership of Events

The Mayor noted that the second River Rinse was Sunday 5th October, not 6th as listed.

Cllr. O'Donoghue volunteered to help with the Food Fair.

Cllr. Strain-Clark apologised for not being able to lead or deputise, but would endeavour to support as many of the events as possible.

The list would be kept as a standing item on agendas in case of subsequent changes. **ACTION ALL AGENDAS**

560/13 Forthcoming Events

560.1 Christmas Parade 14/12/13

Cllr Mordue gave a verbal update: there would be 40 floats/organisation in the Parade and 3 bands. The prizes would be given out on the way up town, not on the way back as in previous years.

The Mayor asked if Councillors were invited; should she circulate the invitation she had received? Cllr. Mordue said that some were involved with the Community Fair, and some were marshalling, but the remainder could join the Parade if they wished. They should be at Chandos Road for 10.30am.

The Mayor also asked if she was to present any of the prizes. Cllr. Mordue pointed out that this was difficult if she was to lead the procession due to the length of it.

560.2 Food Fair 22+23/2/14

The Events Co-ordinator had sent letters to everyone who had attended the 2013 Food Fair. Some applications for tables had already been received. A member of

Clays' staff had won an award for his sausages, and Clays had offered to do sausage-making demonstrations.

Cllr. Mordue had attended a similar fair at the Waterside, but felt Buckingham's was superior and more of a community event. There had been a demonstration of how a cow was milked. The Events Co-ordinator said that the Young Farmers had been booked with this for the Harvest Fair, but hadn't turned up. She would contact them again. The Twinning Association were incorporating a coffee-and-croissants service.

561/13 Event Reviews

561.1 Bonfire & Fireworks 2/11/13

Cllr. Mahi reported that the event went well, though there had been complaints that the Sealed Knot fired their muskets towards the crowd rather than into the air. He asked for more litterpickers for next year's cleanup. Some of the Buckingham Table volunteers were unwilling to hand pick the field.

Mrs. Brubaker and Mrs. McElligott were thanked for their help.

ACTION EVENTS CO-ORDINATOR

561.2 Remembrance Day Parade 10/11/13

There had been no reports of anything going wrong; the scaffolding contractor had come out on the Sunday to make Castle Street available. Some Members queried why the Parade now started from Market Hill rather than the car park: this was a matter for the RBL to decide.

561.3 Christmas lights switch on 30/11/13

Attendance was estimated at 1000 – 1200 and the market area was packed, though few people used the Gaol paving towards the ramp. The PA system needed to be aimed accordingly. Over £100 had been collected for the Mayor's Charities.

The Events Co-ordinator asked to be kept informed of changes to the programme well in advance; she had only found out about one proposal the Thursday lunchtime before the event and, having leave on the Friday, had had to ask the Mayor to sort it out. Cllr. Smith asked for formal booking of the Old Gaol chairs for the band; Mrs. Brubaker said that they had been.

The barriered-off area by the Old Gaol for dignitaries had worked well, as had allowing the celebrity in by the side door.

562/13 Remembrance Bedzz

To receive and discuss communication ref 1914-2014 Remembrance anniversary.

REFERRED TO E, P & H COMMITTEE

563/13 Local Democracy Event 18th October

Cllr. O'Donoghue gave a verbal resume of her report circulated with the agenda, apologising for not including Mr. Robson's full name. There had been some problems with The Buckingham School, and a meeting would be held to discuss these. Cllr. Whyte had attended and the RLS had provided refreshments.

564/13 Youth Project

564.1 Youth Council's Open Mic Night

Cllr. O'Donoghue reported difficulty in contacting the appropriate member of the Youth Council, and therefore the event would be cancelled. This was the second time it had been advertised and not happened. A meeting would be arranged to discuss future events.

564.2 Play Around the Parishes

Members agreed that the 2013 Play events had been popular and a good use of resources. There had been 2 Family Fun Days and 2 Play with Sports. It was agreed that the Events Co-ordinator select suitable dates for 2014.

ACTION EVENTS CO-ORDINATOR

Cllr. O'Donoghue declared an interest in the following item.

565/13 Joint Project with Youth Centre

To discuss a joint project with the Youth Centre to fund a minibus to take youth to Milton Keynes to the cinema.

The Chairman wanted the Committee's approval for discussing the principle of funding the staff and running cost of the bus; the users would pay a fare.

Members suggested that the Film Place could run shows directed at young people on a regular basis, but it was felt that the delay between release and availability was too long: young people would have seen new films in the cinema or online long before the Film Place could get hold of them.

It was agreed that the Chairman could enter discussions about costs and frequency and bring the information back to the next meeting.

ACTION CLLR. STUCHBURY

566/13 Access

Cllr. Strain-Clark reported that there had been no meeting of the Access Group, but email correspondence had discussed taxi parking, the Whale's barriers and uneven pavements. "Flutterbuys" had looked into access, but there was not enough room for a ramp, and provision on the pavement would be a trip hazard. Members had been included in the email conversation about the difficulties relating to the LAF event, and it was pointed out that this was not a LAF meeting, but a workshop to which all were invited. Members agreed that no room should be booked for such meetings unless it was accessible; a letter would be sent.

ACTION EVENTS CO-ORDINATOR

The Access Group was happy to review suitable venues around the Vale for accessibility including disabled toilet facilities. The Mayor reported favourably on Quainton Memorial Hall.

In relation to the LAT (Local Area Technician), Cllr. Stuchbury reported a change in the boundaries; even more parishes would have to share the same budget. He would liaise with Cllr. Harvey, the Council's representative to the LAT over an agenda item for Full Council.

ACTION CLLRS. STUCHBURY & HARVEY

Cllr. Isham left the meeting.

567/13 Gazebo Hire Agreement

567.1(443/13) To receive and agree the document

567.2 To agree a deposit amount and start date

Members discussed whether staff should erect and dismantle the gazebos; it was pointed out that required attendance before and after the event, often at a weekend, which was inconvenient and costly.

Proposed by Cllr. Collins, seconded by Cllr. Smith, and **AGREED** that the gazebos would be loaned only to charities and community groups free of charge, commercial entities would be asked for a donation related to the time the gazebo was out of the Council's possession; that the user collected and returned it during office hours by

arrangement with the office, having confirmed on the form that they were able to erect and dismantle the structure; and that a deposit of £100 would be required, paid by cheque which could remain unbanked until the gazebo was returned in good order and then refunded.

Cllr. Try left the meeting.

568/13 Budgets

Members commended Mr. Robson on the clarity of his report and **AGREED** the recommendation.

569/13 Correspondence

A letter of thanks from Buckingham Ladies Circle was noted

570/13 News releases

The following were agreed:

570.1 Christmas Parade

570.2 Christmas Lights (with photos) – the Mayor

570.3 Markets – Mr. Robson, based on the leaflet

571/13 Chairman's Items

None

572/13 Date of the next meeting: Monday 3rd February 2014

Meeting closed at 9.05pm

Signed Date
Chairman